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Governor

Michael S. Steele  
Lt. Governor



Boyd K. Rutherford  
Secretary

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Deputy Secretary

## MARYLAND DEPARTMENT OF GENERAL SERVICES

ADMINISTRATION • FACILITIES OPERATIONS & MAINTENANCE  
FACILITIES PLANNING, DESIGN & CONSTRUCTION • PROCUREMENT & LOGISTICS • REAL ESTATE

# MEMORANDUM

**TO:** All DGS Employees  
**FROM:** Personnel Division  
**DATE:** December 9, 2003  
**SUBJECT:** Legal Holidays - 2004

New Year's Day 2004 ..... Thursday, January 1, 2004  
Martin Luther King Day ..... Monday, January 19<sup>th</sup>  
Presidents' Day ..... Monday, February 16<sup>th</sup>  
Memorial Day ..... Monday, May 31<sup>st</sup>  
Independence Day ..... Monday, July 5<sup>th</sup> \*  
Labor Day ..... Monday, September 6<sup>th</sup>  
Columbus Day ..... Monday, October 11<sup>th</sup>  
Presidential Election ..... Tuesday, November 2<sup>nd</sup>  
Veterans' Day ..... Thursday, November 11<sup>th</sup>  
Thanksgiving Day ..... Thursday, November 25<sup>th</sup>  
Day after Thanksgiving ..... Friday, November 26<sup>th</sup>  
Christmas Day ..... Friday, December 24<sup>th</sup> \*  
New Year's Day 2005 ..... Friday, December 31<sup>st</sup> \*\*

\* When a State holiday occurs on a Saturday or Sunday, the holiday is observed on the Friday before or the Monday after the actual holiday, respectively.

\*\* The New Year's Day holiday for 2005 will be observed in the 2004 calendar year because the holiday occurs on a Saturday.

**NOTE:** 24 hour - 7 day a week employees will have holidays assigned. See your Supervisor.